

Acquisition and Disposal of Information Technology Resources

in Washington State Government

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POLICY

Purpose

The purpose of this policy is to provide requirements for the acquisition of information technology (IT) resources which:

1. Meet agency business needs while providing timeliness, cost efficiency, and flexibility in the acquisition process.
2. Allow agencies to obtain the best value by considering multiple alternatives, giving consideration to a range of technical, functional, and business requirements.
3. Promote fair and open competition.
4. Promote the use of open, vendor-neutral specifications and standards to ensure that acquisitions support agency strategic directions and state information technology standards.

Scope

This policy applies to the acquisition of all information technology resources and purchased services regardless of the source of funds, source of supply, or the intended use or purpose of the acquisition. This policy applies to the executive and judicial branches of state government.

The scope includes:

1. Agencies that operate, manage, or use stand-alone, shared, or network-attached computers.
2. Agencies that operate, manage, or use voice, data, or video telecommunications equipment, networks, or services.
3. Agencies that purchase computer or telecommunications network services from commercial sources.

Policy Statements

1. The primary responsibility for the management and use of information systems, telecommunications, and information technology equipment, software, and services rests with each state agency head.
2. Delegated authority may be granted by the Information Services Board (ISB) to state agency heads. State agencies may then purchase, lease, rent, or otherwise acquire and maintain equipment, proprietary software, and purchased services including those acquisitions that are part of a project under oversight by the ISB. Agencies are expressly prohibited from acting without this delegated authority. Agencies are not exempt from ISB acquisition and technical

- standards policies when conducting acquisitions within their agency head's delegated authority.
3. The ISB may review, increase, reduce, or rescind delegated authority pertaining to agency acquisition of information technology resources.
 4. Agency heads are granted a minimum delegated authority of \$250,000 only if provisions (b) through (e) below are followed. Agency heads are granted a maximum delegated authority of \$1 million provided that provisions (a) through (e) below are followed.
 - (a) The agency has completed a strategic information technology plan—approved by the ISB—that defines a foundation for agency technology acquisitions and infrastructure, e.g., strategic planning for systems migration and video telecommunications expenditures.
 - (b) Agency plans, proposals, and acquisitions for information services be reviewed by the agency from a financial and management perspective as part of the agency budget process; and
 - (c) The agency has in place an acquisition process to provide competition and accountability for purchases and expenditures, and which adheres to the provisions of this policy as reviewed by the Department of Information Services/Policy and Regulation Division (DIS/PRD); and
 - (d) The agency follows state technical standards for information technology except under those circumstances—described by the agency and approved by DIS/PRD—which warrant waivers to the state technical standards; and
 - (e) The agency follows the protest procedures contained in the *Requirements* section of this policy to allow for resolution of protests by companies.
 5. For personal services acquisitions related to information technology, agencies are subject to the competitive procurement and filing requirements of Chapter 39.29 RCW. However, ISB oversight is also required based on the dollar threshold of the personal service procurement. When required, ISB or DIS/PRD approval is required prior to proceeding with the acquisition, and review/approval by the Office of Financial Management (OFM) is obtained after contract award but prior to start of work.
 6. DIS/PRD approval is required for acquisitions when one or more of the following conditions applies:
 - (a) The acquisition cost is greater than the agency head's delegated authority but less than \$3.0 million.
 - (b) The acquisition cost is less than the agency head's delegated authority and one or more of the following applies:
 - (i) The acquisition does not adhere to established policies on technical standards; or

- (ii) The acquisition is not consistent with the agency's strategic information technology plan; or
- (iii) The agency seeks to enter into a private sector strategic partnership.
- (c) The system life cycle cost is greater than the agency head's delegated authority but less than \$6.0 million.

When any of the above conditions exist, DIS/PRD approval must be obtained prior to conducting the acquisition and prior to the release of any formal solicitation document. DIS/PRD may delegate any or all subsequent steps in the acquisition process to the agency head.

7. ISB approval is required for acquisitions when one or more of the following conditions applies:
- (a) The agency is an institution of higher education seeking to enter into an academic strategic partnership.
 - (b) The acquisition cost is greater than \$3.0 million.
 - (c) The system life cycle cost is greater than \$6.0 million.

When any of the above conditions exist, ISB approval must be obtained prior to conducting the acquisition, and prior to the release of any formal solicitation document. The ISB may delegate any or all subsequent steps in the acquisition process to the agency head.

8. Acquisition methods are intended to be flexible and adaptable as circumstances warrant provided that all agency modifications adhere to the provisions of ISB Policy and Requirements for acquisitions. Agencies shall use the following acquisition methods:
- (a) Competitive Solicitation
 - Request for Quotation (RFQ)
 - Request for Quotation and Qualification (RFQQ)
 - Request for Proposal (RFP)
 - Other means as appropriate
 - (b) Master Agreement
 - (c) Interlocal Cooperative Purchasing
 - (d) Sole Source
 - (e) Academic Strategic Partnership
 - (f) Private Sector Strategic Partnership

- (g) Interagency Transfer
9. Agencies may specify a brand-name product that has been established through a documented process of research and discovery as a requirement in the approved acquisition processes listed above in (8) if the specified product satisfies one or more conditions including but not limited to the following:
 - (a) Uniquely satisfies an agency business need; or
 - (b) Documented evidence that the product best satisfies an agency business need; or
 - (c) Is compatible with the current installed base; or
 - (d) A law or grant funding requires a product; or
 - (e) Assists in recovery from a disaster; or
 - (f) The acquisition cost is under \$10,000.
 10. Corporate Agreements may be negotiated and administered by DIS with the manufacturer or provider of an information technology product or service where significant advantages will result to the state when DIS uses its leverage as a corporate buyer. The resulting products and services shall be available through DIS without the necessity of using one of the approved acquisition processes listed above in (8). Products and services may also be available to local governments if their local contracting regulations so allow.
 11. Contractual terms and conditions shall be included in solicitation documents when indicated by dollar threshold requirements for acquisitions. In these cases, agencies shall use the "Standard Clauses" as contained in Appendix B, and other terms and conditions appropriate to the specific type of contract to be negotiated. The provisions labeled "Standard Clauses" are mandatory in content, meaning agencies must include the titles of these clauses and language that accomplishes the same intent. Additional contract clauses shall have the approval as to form of the agency's assistant attorney general.

Policy Exceptions

1. Agencies are delegated authority without limitation to acquire information technology process control equipment. Examples of such equipment are traffic, bridge, heating, cooling, water level monitors and controllers, etc.
2. Agencies are delegated authority without limitation to acquire information technology resources in emergency situations when it is necessary to restore existing levels of operation following a disaster such as fire, flood, earthquake, vandalism, or theft, provided that the acquisitions are for the purchase of services and equipment to restore operations and replace equipment similar to the inoperative equipment.

3. Higher education institutions are delegated authority without limitation to acquire information technology resources for academic and research applications.
4. A video telecommunications expenditure plan must be submitted to DIS/PRD before an agency may spend any portion of any appropriation for new video telecommunications equipment, transmission or programming or for expanding current video telecommunications systems.

Effective Date

Agencies must comply with this policy on or after July 1, 1995.

Maintenance

Changes in the business needs of agencies, as well as market and technological advances, may require revisions to this Acquisition Policy and Requirements.

The Information Services Board (ISB), through DIS/PRD, is responsible for interpretation and routine maintenance of the acquisition policy. Acquisition policy changes require approval by the ISB or its designated subcommittee.

DIS/PRD is responsible for interpretation and maintenance of, and changes in, the acquisition requirements and guidelines—consistent with ISB acquisition policy—to keep the requirements and guidelines current with the prevailing business climate.

Statutory Authority

RCW 43.105.017 Legislative Intent.

RCW 43.105.017(6): An acquisition process for equipment, proprietary software, and related services be established that meets the needs of the users, considers the exchange of information, and promotes fair and open competition.

RCW 43.105.017(8): The state maximize opportunities to exchange and share data and information by moving toward implementation of open system architecture based upon interface standards providing for application and data portability and interoperability.

RCW 43.105.041 Powers and Duties of Board.

RCW 43.105.041(1): To develop standards governing the acquisition and disposition of equipment, proprietary software and purchased services, and confidentiality of computerized data;

RCW 43.105.041(2): To purchase, lease, rent, or otherwise acquire, dispose of, and maintain equipment, proprietary software, and purchased services, or to delegate to other agencies and institutions of state government, under appropriate standards, the authority to purchase, leased rent, or otherwise acquire, dispose of, and maintain equipment, proprietary software, and purchased services: PROVIDED, that, agencies and institutions of state government are expressly prohibited from acquiring or disposing of equipment, proprietary software, and purchased services without such delegation of authority. The acquisition and disposition of equipment, proprietary software, and purchased services is exempt from RCW 43.19.1919 AND, as provided in RCW 43.19.1901, from the provisions of RCW 43.19.190 through 43.19.200. This subsection does not apply to the legislative branch;

RCW 43.105.041 (3): To develop state-wide or interagency technical policies, standards, and procedures;

Definitions

Acquisition cost: The initial purchase cost and/or first year lease or finance cost of the IT resource being acquired, including all hardware, software, networking and telecommunications equipment, installation, maintenance, training, or purchased services.

Agency: State government agencies, institutions and entities of state government, and political subdivisions of state government within the executive and judicial branches of Washington State.

Board: The Information Services Board (ISB).

Corporate Agreement: Refers specifically to contracts negotiated and administered by DIS with the manufacturer or provider of an information technology product or service where *significant* advantages will result to the state when DIS uses its leverage as a corporate buyer. DIS can offer agencies discretionary products and services resulting from Corporate Agreements under powers and duties granted to DIS for brokering and leasing services via the DIS enabling legislation [RCW

43.105.052 (2)(d)]. Products and services may also be available to local governments if their local contracting regulations so allow.

Direct buy: Purchases under \$10,000 may be made without formal competition based upon the purchasers experience and knowledge of the market to acquire the resource which best meets the agency's needs.

Equipment: Machines, devices, and transmission facilities used in information processing, such as computers, word processors, terminals, telephones, and cables.

Information processing: The electronic capture, collection, storage, manipulation, transmission, retrieval, and presentation of information in the form of data, text, voice, or image and includes telecommunications and office automation functions.

Information services: Data processing, telecommunications, and office automation.

Information Technology (IT) Resources: Equipment, telecommunications, video telecommunications, proprietary software, and purchased services. In some cases, IT resources may include personal services when Office of Financial Management (OFM) approvals are obtained and all reporting/approval requirements of OFM are followed.

Local government: All county, municipal and quasi-municipal corporations and political subdivisions, and all agencies of such corporations and subdivisions authorized to contract separately.

Master Agreement: A convenience contract for information technology products and/or services established—by DIS only—through a competitive solicitation. DIS can offer agencies discretionary products and services resulting from Master Agreements under powers and duties granted to DIS via the DIS enabling legislation [RCW 43.105.052 (2d)]. Products and services may also be available to local governments if their local contracting regulations so allow.

Personal service: Professional, or other technical expertise provided by a consultant to accomplish a specific study, project, task, or other work statement [RCW 39.29.006 (7)].

Proprietary software: Software offered for sale or license.

Purchased services: Services provided by a vendor to accomplish routine, continuing, and necessary functions. This term includes, but is not limited to, services acquired for equipment maintenance and repair, operation of a physical plant, security, computer hardware and software installation and maintenance, data entry, keypunch services, programming services and analysis, and computer time-sharing.

System life cycle cost: The acquisition cost of the new resource plus other costs for development, financing (including lease), maintenance, training, and operations over the expected life of the acquired resource or five years, whichever is less.

Telecommunications: The transmission of information by wire, radio, optical cable, electromagnetic, or other means.

Video telecommunications: The electronic interconnection of two or more sites for the purpose of transmitting and/or receiving visual and associated audio information. Video telecommunications shall not include existing public television broadcast stations as currently designated by the Department of Community, Trade and Economic Development under RCW 43.330.

REQUIREMENTS

Introduction

The purpose of these *Requirements* is to provide agencies with a reference to the specific requirements affecting the acquisition and solicitation process. The content is as follows:

- Section I Acquisition Approvals**
- Section II Criteria for Acquisitions and Methods**
- Section III Resolution of Complaints and Protests**
- Section IV Disposal Procedure**

Section I: Approvals

1. Other policies and approval authorities exist for certain kinds of acquisitions:

- (a) **Financial Systems:** The Office of Financial Management (OFM) must approve acquisitions of financial systems that account for revenues, expenditures, receipts, disbursements, resources, and obligations [RCW 43.88.160(1)].
- (b) **Personal Services:** The Office of Financial Management must review and/or approve acquisitions of personal services in the amount of \$2,500 or more. Competitively procured contracts in the amount of \$10,000 or more which are state funded are to be filed with OFM and the Legislative Budget Committee (LBC) and reviewed and approved by OFM prior to the start of work. Sole source contracts of \$2,500 or more are to be filed with OFM and LBC and reviewed or approved, contingent upon funding source and dollar amount, prior to start of work.
- (c) **Lease/Purchase:** The State Finance Committee must approve lease/purchase or financial arrangements over \$10,000. Agencies must comply with provisions of Chapter 39.94 RCW.
- (d) **Supplies:** The Department of General Administration, Office of State Procurement, maintains policies related to the acquisition of supplies for continuing operation. ISB acquisition policy applies to supplies only when they are included as part of the initial information technology acquisition.

2. DIS/PRD approval is required for acquisitions when one or more of the following conditions applies:

- (a) The acquisition cost is greater than the agency head's delegated authority but less than \$3.0 million.
- (b) The acquisition cost is less than the agency head's delegated authority and one or more of the following applies:
 - (i) The acquisition does not adhere to established policies on technical standards; or
 - (ii) The acquisition is not consistent with the agency's strategic information technology plan; or
 - (iii) The agency seeks to enter into a private sector strategic partnership.
- (c) The system life cycle cost is greater than the agency head's delegated authority but less than \$6.0 million.

When any of the above conditions exist, DIS/PRD approval must be obtained prior to conducting the acquisition and prior to the release of any formal solicitation document. DIS/PRD may delegate any or all subsequent steps in the acquisition process to the agency head.

3. ISB approval is required for acquisitions when one or more of the following conditions applies:

- (a) The agency is an institution of higher education seeking to enter into an academic strategic partnership.
- (b) The acquisition cost is greater than \$3.0 million.
- (c) The system life cycle cost is greater than \$6.0 million.

When any of the above conditions exist, ISB approval must be obtained prior to conducting the acquisition and also prior to the release of any formal solicitation document. The ISB may delegate any or all subsequent steps in the acquisition process to the agency head.

4. Agencies initiate the ISB or DIS/PRD approval process by submitting an acquisition plan to DIS/PRD. The content of acquisition plans may take the form of a narrative or may consist of other documentation referenced to the content required for an acquisition plan. The following information must be provided:

- (a) An Acquisition Approval Request form. Instructions for completing the form are on the back of the form.
- (b) Business problem to be solved or opportunity to be gained.
- (c) Alternatives considered including existing state resources.
- (d) Information technology resource(s) to be acquired.
- (e) Explanation as to how the acquisition meets the agency's business needs.
- (f) Relationship to the agency strategic information technology plan.
- (g) Relationship to ISB and agency technical policies and standards.
- (h) Estimated acquisition cost (first year) and system life cycle costs for five years or the expected life of the resource, whichever is less.
- (i) Acquisition method to be used including the rationale for the selection of this method. If known, a list of companies to receive the solicitation document.
- (j) Acquisition and implementation schedule.
- (k) If requested by the approving authority (i.e., DIS/PRD or the ISB), the expected completion date of the Post Implementation Review (PIR).

Section II: Criteria for Acquisitions and Methods

1. Agencies may acquire information technology (IT) resources by conducting a new competitive solicitation, by using an existing contract, in certain cases through a sole source method, through strategic partnerships, or by transferring the resource from one agency to another. These methods may be grouped as follows:

Competitive Solicitations

- Request for Quotation (RFQ)
- Request for Quotation and Qualification (RFQQ)
- Request for Proposal (RFP)
- Other means as appropriate

Existing Contracts

- Master Agreement
- DIS Corporate Agreement
- Interlocal Cooperative Purchasing
- Solicitations Authorizing Follow-on Use

Other Methods

- Sole Source
- Academic Strategic Partnership
- Private Sector Strategic Partnership
- Interagency Transfer

These three classes of methods entail certain procedures or requirements as discussed below.

2. **Competitive Solicitations:** Agencies may acquire IT resources by conducting fair and open competitive solicitations. The following chart lists the action agencies must take to satisfy the objective of fair and open competitive solicitations. These actions vary depending on the estimated acquisition cost; more costly acquisitions entail additional requirements over less costly acquisitions. The chart illustrates the specific dollar limits that trigger each set of actions.

The rules contained in the chart apply to solicitations without regard to the specific form of solicitation document used. For example, an agency may choose to use a Request For Quotation for an acquisition of any amount so long as the agency takes the actions listed in the following chart. The Acquisition and Disposal Policy Guidelines (issued separately) presents the usual form and use of such solicitation documents as a Request For Proposal (RFP), Request for Quotation (RFQ), and Request for Qualifications and Quotation (RFQQ).

**Information Services Board
Acquisition Policy
Requirements for Competitive Solicitations**

<i>Estimated Acquisition Cost</i>			
<i>\$0 - \$9,999</i>	<i>\$10,000 - \$99,999</i>	<i>\$100,000 - \$249,999</i>	<i>\$250,000 - \$1 Million & Above</i>
<ul style="list-style-type: none"> • Direct buy permitted 	<ul style="list-style-type: none"> • Advertise at agency discretion • At least 3 vendors (when available) receive written requirements or verbal request • State requirements in writing or verbally • Inform bidder of protest procedure • Communicate changes in requirements to all bidders • Bidder responds in writing • Evaluate all proposals against requirements • Document evaluation process • Offer vendor debriefing 	<ul style="list-style-type: none"> • Place notice in regional paper and on acquisition server • At least 5 vendors (when available) receive written requirements • State requirements in writing • Send protest procedures • Send applicable Ts&Cs • Send changes to all bidders in writing • Bidder responds in writing • Evaluate all proposals against requirements • Document evaluation process • Offer vendor debriefing 	<ul style="list-style-type: none"> • Place notice in regional paper and on acquisition server • Send written requirements to all who request • State requirements in writing • Send protest procedures • Send applicable Ts&Cs • Send changes to all bidders in writing • Bidder responds in writing • Evaluate all proposals against requirements • Document evaluation process • Offer vendor debriefing

- 3. Existing Contracts:** Agencies may use existing contracts established by other agencies including the federal government and other states instead of releasing a competitive solicitation so long as such contracts were competitively acquired. Use of existing contracts shall entail the acceptance of the establishing agency's requirements for their use such as terms and conditions under which the contracts were negotiated. The classes of existing contracts are those established as DIS Master Agreements, those that are accessed through the Interlocal Cooperative Act (Chapter 39.34 RCW) including Federal contracts and other states' contracts, and DIS Corporate Agreements.

(a) Master Agreements

Master Agreements may be established by DIS for IT resources and services. The following requirements apply for master agreements:

- (i) Only DIS may create Master Agreements.
- (ii) Master Agreements shall be established using a competitive solicitation.
- (iii) Master Agreements may be established that are multiple product and/or multiple award master agreements.

(b) DIS Corporate Agreements

Agencies may acquire IT resources from a DIS established Corporate Agreement on a discretionary basis from DIS. Agencies are not required to undergo further requirements pertaining to competitive solicitations when so acquiring IT resources from a DIS Corporate Agreement. However, this does not remove the agency's obligation to secure approvals as described in Section I: Approvals.

(c) Interlocal Cooperative Purchasing

Agencies may acquire IT resources from a contract competitively acquired by another public agency under the Interlocal Cooperative Act (Chapter 39.34 RCW). This Act permits public agencies to make the most efficient use of their resources by enabling them to cooperate with other localities on a basis of mutual advantage. Agencies may access another agency's contract, federal contracts, and other states' contracts so long as the following conditions are met:

- (i) An interlocal cooperative agreement is signed between the agencies and all other required provisions of the Interlocal Cooperative Act are followed by state agencies.
- (ii) An approved acquisition method was used in acquiring the information technology resource.
- (iii) The solicitation document contains a clause specifically allowing other public agencies to purchase items from the contract.

- (iv) The contract does not contain limits on the specific total quantity or total dollar limits of products/services that may be purchased or otherwise restricts the use of the contract to the establishing agency.

Agencies may, whenever practicable, structure solicitation documents and resulting contracts for cooperative purchasing. When doing so, agencies should provide adequate support and administrative staff to ensure that these cooperative contracts are maintained and updated as necessary to preserve their technical viability and relative market value.

(d) Solicitations Authorizing Follow-on Use

Agencies may acquire IT resources from a solicitation competitively acquired by another public agency so long as the following conditions are met:

- (i) An approved acquisition method was used in acquiring the information technology resource.
- (ii) The origin agency's solicitation document contains language authorizing follow-on use of the solicitation document by other agencies.
- (iii) The follow-on agency has the same requirements as stated in the origin agency's solicitation document.
- (iv) The follow-on agencies enters into its own separate agreement (contract) with the successful company(ies) under the same terms and conditions (including pricing arrangements and quantities) as the original solicitation document excepting those items that are date-specific such as delivery and installation dates, etc. However, any agreement executed between a follow-on state agency and the company(ies) must have the same termination date as the origin agency's agreement. If the original contract does not specify a termination date, then the maximum time permitted for follow-on contracts shall be two years from the date of the origin agency's contract execution.

Agencies may, at their option, structure solicitation documents for follow-on use by other agencies. Use of this process by other agencies is not mandatory, but discretionary on the part of agencies. The use of authorizing language in an agency's solicitation document does not guarantee that the successful company(ies) will be awarded any additional contracts from any other state agency.

4. Other Methods: Other methods that do not necessarily entail the release of a solicitation document are available to permit agencies to meet their agency IT business needs.

(a) Sole Source

The sole source method may be used when there is one source of supply and one or more of the following conditions:

- (i) Demonstrated evidence of technical or economic advantage; or
- (ii) Compatibility with the current installed base.

The sole source method may also be used when one or more of the following conditions exist:

- (i) Recovery from a disaster; or
- (ii) A law or grant funding requires a single source; or
- (iii) The product is a gift or donation; or
- (iv) The acquisition cost is under \$10,000.

(b) Academic Strategic Partnership

Higher education institutions may enter into academic strategic partnerships. Academic strategic partnerships for business and administrative applications may only be entered into with the approval of the ISB or its designated subcommittee. The approval requirement is irrespective of the institution's delegated authority.

(c) Private Sector Strategic Partnership

A private sector strategic partnership seeks a technology solution to an agency business problem or responds to an opportunity for the state to realize cost efficiencies, increase productivity, or improve services to the public. Partnerships between state government and private industry are intended to facilitate the demonstration of innovative information technology or applications in state government. Agencies desiring to create a private sector strategic partnership with one or more companies shall satisfy the following requirements:

- (i) The partnership's primary intent must be that of gaining knowledge through a proof-of-concept, prototype, demonstration, solution/approach, or configuration and not as a means of otherwise acquiring resources that could be acquired using a competitive solicitation or existing contract.
- (ii) The partnership must be approved by DIS/PRD irrespective of the agency head's delegated authority.
- (iii) The results of private sector strategic partnership must be reported to PRD.
- (iv) Follow-on acquisitions which extend partnerships beyond their original intent in (i) must follow the normal requirements of a competitive solicitation except under a waiver granted by the ISB.

(d) Interagency Transfer

An interagency transfer occurs when the ownership or license of IT equipment is transferred from one agency to another. Agencies conducting an interagency transfer of information technology equipment with a value over \$100,000 must submit a plan to DIS for review and approval. Agencies shall estimate the value of IT equipment as the higher of the market value (when available) or depreciated value. To calculate the current depreciated value of the equipment, use the straight line method of depreciation and a useful life of no more than five years.

Section III: Resolution of Complaints and Protests

1. **Complaints:** Companies may submit their complaint to an agency prior to responding to a solicitation document if a company believes the solicitation document unduly constrains competition or contains inadequate or improper criteria. The complaint shall be made in writing to the agency before the due date of the solicitation response. The agency solicitation process may continue. A copy of the complaint shall be forwarded to DIS/PRD by the receiving agency without delay. DIS/PRD, however, may take steps to intervene such as requiring modification of solicitation requirements, modification of schedule, or withdrawal of the solicitation. The resulting decision is final with no further administrative appeal available.
2. **Protest Procedure:** The following protest procedure is available to companies that have submitted a response to the agency's solicitation and have had a debriefing conference. Protests are made:
 - (a) To the agency conducting the acquisition after the agency has announced the apparently successful company(ies). Protests shall be received, in writing, by the agency within five (5) business days after the solicitation debriefing conference.
 - (b) To DIS/PRD only after protesting first to the agency and the agency resolution is not satisfactory to the protesting company. Protests to DIS/PRD shall be received, in writing, within five (5) business days after a company has received notification of the agency's decision.
 - (c) To the ISB for acquisitions approved by the ISB. Protests shall be received by the Chair, ISB within five (5) business days after a company has received notification of the agency's decision.
 - (d) To the ISB for DIS acquisitions. Protests shall first be made to DIS within five (5) business days after a company has received a debriefing conference. If the DIS decision is not satisfactory, the protest must then be received by the Chair, ISB within five (5) business days after the DIS decision in order to be considered.
3. **Grounds For Protest:** Grounds for protest are limited to specific criteria. Only protests based on the following criteria shall be considered:
 - (a) Arithmetic errors were made in computing the score.
 - (b) The agency failed to follow procedures established in the solicitation document, the ISB's Acquisition and Disposal of Information Technology Resources policy, or applicable state or federal laws or regulations.
 - (c) Bias, discrimination, or conflict of interest on the part of an evaluator.

4. **Form and Content:** Companies shall include in their written protest to the agency all facts and arguments upon which the company relies. The minimum form and content that companies are required to provide include:
 - (a) Information about the protesting company; name of firm, mailing address, phone number, and name of individual responsible for submission of the protest.
 - (b) Information about the acquisition, issuing agency, and acquisition method.
 - (c) Specific and complete statement of the agency action(s) protested.
 - (d) Specific reference to the grounds for the protest.
 - (e) Description of the relief or corrective action requested.
 - (f) For protests appealed to DIS/PRD or the ISB, a copy of the agency's written decision on the protest.
5. **Agency Review:** The agency review process shall precede all other review and will proceed as follows:
 - (a) Upon receipt of a protest, the agency shall notify DIS/PRD that they have received a protest and to postpone further steps in the acquisition process until the protest has been resolved.
 - (b) The agency shall perform an objective review of the protest by individuals not involved in the acquisition process protested. The review shall be based on the written protest material submitted by the company and all other facts known to the agency.
 - (c) The agency shall render a written decision to the company within five (5) business days after receipt of the protest, unless more time is needed. The protesting company shall be notified if additional time is necessary.
6. **DIS/PRD Review:** The DIS/PRD review encompasses acquisitions approved by DIS/PRD, and acquisitions within agency delegated authority. A company may protest to DIS/PRD in writing within five (5) business days after the company has received notification of the agency's decision. DIS/PRD shall consider all the available facts, and issue a decision in writing within five (5) business days after receipt of the protest, unless more time is needed. The protesting company shall be notified if additional time is necessary. The final determination shall:
 - (a) Find the protest lacking in merit and uphold the agency's action; or
 - (b) Find only technical or harmless errors in the agency's acquisition process, determine the agency to be in substantial compliance, and reject the protest; or
 - (c) Find merit in the protest and provide the agency options which may include:

- (i) Correct its errors and reevaluate all proposals; or
- (ii) Reissue the solicitation document; or
- (iii) Make other findings and determine other courses of action as appropriate.

The DIS/PRD decision constitutes the final step of the protest process. The resulting decision is final with no further administrative appeal available.

7. **ISB Review:** The ISB review encompasses DIS acquisitions and acquisitions approved by the ISB or its delegated subcommittee. The procedures are as follows:

- (a) Acquisitions approved by the ISB: Protests shall be received by the Chair, ISB within five (5) business days after a company has received notification of the agency's decision. The Chair, ISB, may establish procedures to resolve the protest. The resulting decision is final, with no further administrative appeal available.

Acquisitions conducted by DIS: Protests shall first be made to DIS within five (5) business days after a company has received a debriefing conference. If the DIS decision is not satisfactory, the protest must then be received by the Chair, ISB within five (5) business days after the DIS decision in order to be considered. The Chair, ISB, may establish procedures to resolve the protest. The resulting decision is final, with no further administrative appeal available.

Section IV: Disposal Procedure

1. Agencies should develop specific internal policy and procedures addressing how disposal will occur within their organization when the IT equipment is no longer required. The following requirements apply to disposals:
- (a) Agencies may dispose of IT equipment with an estimated value of \$100,000 or less without review or approval by DIS/PRD.
- (b) For IT equipment with an estimated value of more than \$100,000, contact DIS/PRD.
- (c) Agencies shall estimate the value of IT equipment as the higher of the market value (when available) or depreciated value. To calculate the current depreciated value of the equipment use the straight line method of depreciation and a useful life of no more than five years.

1995 DELEGATED ACQUISITION/DISPOSITION AUTHORITY

Agency Code	Agency	Delegated Authority
1650	Accountancy, Board of	\$250,000
0350	Actuary, Office of the State	0
1100	Administrative Hearings, Office of	\$250,000
0550	Administrator for the Courts	\$1 million
1190	African-American Affairs Commission	0
4950	Agriculture, Department of	\$250,000
5000	Apple Advertising Commission	0
5010	Alfalfa Seed Commission	0
5270	Barley Commission	0
5020	Beef Commission	0
5030	Blueberry Commission	0
5050	Bulb Commission	0
5070	Cranberry Commission	0
5100	Dairy Products Commission	0
5120	Dry Pea and Lentil Commission	0
5140	Egg Commission	0
5150	Fruit Commission	0
5200	Fryer Commission	0
5220	Hop Commission	0
5280	Mint Commission	0
5250	Potato Commission	0
5290	Red Raspberry Commission	0
5300	Seed Potato Commission	0
5260	Strawberry Commission	0
5350	Wheat Commission	0
5340	Wine Commission	0
3870	Arts Commission, Washington State	0
0870	Asian-American Affairs Commission	0
1000	Attorney General, Office of the	\$1 million
0950	Auditor, Office of the State	\$1 million
3150	Blind, Department of Services for the	\$1 million
3510	Blind, Washington State School for the	\$250,000
3750	Central Washington University	\$1 million
4600	Columbia River Gorge Commission	0
7110	Communications Technology Center	\$1 million
6320	Centralia College	\$100,000 CTC
6350	Clark College	\$100,000 CTC
6480	Grays Harbor College	\$100,000 CTC
6570	Lower Columbia College	\$100,000 CTC
6650	Peninsula College	\$100,000 CTC
	Skagit Valley College	\$100,000 CTC
6860	Wenatchee Valley College	\$100,000 CTC
6910	Yakima Valley College	\$100,000 CTC

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1995 DELEGATED ACQUISITION/DISPOSITION AUTHORITY

Agency Code	Agency	Delegated Authority
6270	Bellevue Community College	\$100,000 CTC
6290	Big Bend Community College	\$100,000 CTC
6390	Columbia Basin Community College	\$100,000 CTC
6760	Spokane Community College, Dist 17	\$100,000 CTC
6700	Seattle Community College, Dist 6	\$100,000 CTC
6100	Edmonds Community College	\$100,000 CTC
6050	Everett Community College	\$100,000 CTC
6490	Green River Community College	\$100,000 CTC
6520	Highline Community College	\$100,000 CTC
	North Seattle Community College	\$100,000 CTC
6620	Olympic Community College	\$100,000 CTC
6370	Pierce Community College	\$100,000 CTC
	Seattle Central Community College	\$100,000 CTC
6720	Shoreline Community College	\$100,000 CTC
6750	South Puget Sound Community College	\$100,000 CTC
	South Seattle Community College	\$100,000 CTC
	Spokane Falls Community College	\$100,000 CTC
6780	Tacoma Community College	\$100,000 CTC
6830	Walla Walla Community College	\$100,000 CTC
6210	Whatcom Community College	\$100,000 CTC
6950	Bates Voc/Tech College	\$100,000 CTC
6940	Bellingham Voc/Tech College	\$100,000 CTC
6960	Clover Park Voc/Tech College	\$100,000 CTC
6920	Lake Washington Voc/Tech College	\$100,000 CTC
6930	Renton Voc/Tech College	\$100,000 CTC
1030	Community, Trade and Economic Development, Department of	\$250,000
4710	Conservation Commission, State	0
5500	Convention and Trade Center, State	0
3100	Corrections, Department of	\$1 million
4060	County Road Administration Board	\$250,000
0480	Court of Appeals	0
2270	Criminal Justice Training Commission	0
3530	Deaf, Washington State School For The	\$250,000
1670	Death Investigation Council	0
1150	Deferred Compensation Committee	\$1 million
3700	Eastern Washington University	\$1 million
4610	Ecology, Department of	\$1 million
5400	Employment Security Department	\$1 million
0770	Energy Facility Site Evaluation Council	0
0770	Energy Office, Washington State	\$250,000
4680	Environmental Hearings Office	0
3760	Evergreen State College, The	\$1 million

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1995 DELEGATED ACQUISITION/DISPOSITION AUTHORITY

Agency Code	Agency	Delegated Authority
1020	Financial Institution, Department of	\$1 million
1050	Financial Management, Office of	\$1 million
4770	Fish and Wildlife, Department of	\$1 million
1170	Gambling Commission	\$250,000
1500	General Administration, Department of	\$1 million
0750	Governor, Office of the	\$250,000
4760	Growth Management Hearings Board	0
1070	Health Care Authority, Washington State	\$250,000
5990	Health Care Facilities Authority	\$250,000
3010	Health Care Policy Board	\$250,000
3030	Health, Department of	\$1 million
3430	Higher Education Coordinating Board	\$250,000
1180	Hispanic Affairs Commission	0
3900	Historical Society, Washington State	\$250,000
3950	Historical Society, Eastern Washington State	0
1850	Horse Racing Commission, Washington	0
1480	Housing Finance Commission	0
1200	Human Rights Commission	0
2500	Indeterminate Sentence Review Board	0
0860	Indian Affairs, Governor's Office of	0
1900	Industrial Insurance Appeals, Board of	\$1 million
1550	Information Services, Department of	\$2.232 million
1600	Insurance Commissioner, Office of	\$1 million
1260	Investment Board, State	\$250,000
0500	Judicial Conduct Commission	\$250,000
	Judicial Council	\$250,000
2350	Labor and Industries, Department of	\$1 million
3850	Library, State	\$1 million
0460	Library, State Law	\$250,000
2400	Licensing, Department of	\$1 million
0800	Lieutenant Governor, Office of	0
1950	Liquor Control Board	\$1 million
1160	Lottery Commission, State	\$1 million
4080	Marine Employees Commission	\$250,000
2450	Military Department	\$250,000
1470	Minority and Women's Business Enterprises, Office of	\$250,000
1440	Municipal Research Council	0
4900	Natural Resources, Department of	\$1 million
4670	Outdoor Recreation, Interagency Committee for	\$250,000
4650	Parks and Recreation Commission, State	\$1 million
1220	Personnel Appeals Board	0
1110	Personnel, Department of	\$1 million
1300	Printing, Department of	\$250,000

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1995 DELEGATED ACQUISITION/DISPOSITION AUTHORITY

Agency Code	Agency	Delegated Authority
0820	Public Disclosure Commission	\$250,000
2750	Public Employment Relations Commission	\$250,000
3500	Public Instruction, Superintendent of	\$1 million
1240	Retirement Systems, Department of	\$1 million
1400	Revenue, Department of	\$1 million
0850	Secretary of State	\$250,000
3250	Sentencing Guidelines Commission	\$250,000
3000	Social and Health Service, Department of	\$1.73 million
2250	State Patrol, Washington	\$1 million
0400	Statute Law Committee	0
0450	Supreme Court	0
0470	Supreme Court Reports Commission	0
1420	Tax Appeals, Board of	\$250,000
2280	Traffic Safety Commission	\$250,000
4070	Transportation Improvement Board	\$250,000
4050	Transportation, Department of	\$1 million
0900	Treasurer, Office of State	\$250,000
3600	University of Washington	\$1.839 million
2150	Utilities and Transportation Commission	\$1 million
3050	Veteran's Affairs, Department of	\$250,000
2200	Volunteer Firefighters, Board for	\$250,000
3650	Washington State University	\$1 million
3800	Western Washington University	\$250,000

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